

**NASA IV&V Facility: Out-Processing Form**  
*Information required from Employees. All fields are required!*

<b>1. General:</b>	
Name	
Date of Last Day	
Company Name	
Group Name	

<b>2. Special Requests (circle option):</b>	<i>Note: Requests will be honored, if able, and will automatically terminate in 30 days.</i>
Maintain Voicemail Temporarily	
Forward E-mail to Another Address	(if "Yes", specify below)
E-mail Address to Forward To (if applicable)	

<b>3. Property Initials:<sup>1</sup></b>	<b>Initials</b>	<b>Date</b>
<u>NASA IV&amp;V Facility O&amp;M Manager</u>		
No NASA/WVU Telephone Calling Cards Out		
No Government Credit Card Out <sup>2</sup>		
<u>NASA/WVU Network Operations</u>		
No Equipment Out		
<u>NASA/WVU Librarian</u>		
No Materials Out		

*Employee shall submit a hard-copy of this form to Security and Maintenance Services on their last day for final out-processing and return any issued keys.*

<b>4. Security and Maintenance Services Actions:</b>	<b>Initials</b>	<b>Date</b>
1. Ensure all initials in section 3 (above) are provided		
2. Retrieved keycard (and deactivated)		
3. Retrieved Facility badge		
4. Retrieved desk keys and turned in to WVURC Admin. Assistant		
5. Confirmed all personal items removed from cubicle/office		
6. Received confirmation from Network Operations that either special requests are satisfied or accounts terminated		
7. Offered exit interview with NASA Representative		
8. Notified GSFC Security		
9. Notified Network Operations via e-mail		
10. Notified Security and Maintenance Services (Crothall) via e-mail		
11. Removed person from Facility listings		
12. Removed cubicle sign		
13. Provided copy of "this" form to Network Operations		
14. Provided copy of "this" form to the NASA IV&V Facility O&M Manager		
15. Filed completed form		

<sup>1</sup> The Employee is responsible for obtaining the proper initials. The form will be rejected if any initials are missing.

<sup>2</sup> This applies to terminations only, not transfers.